MT Votes - NVRA Process

Office of Montana Secretary of State
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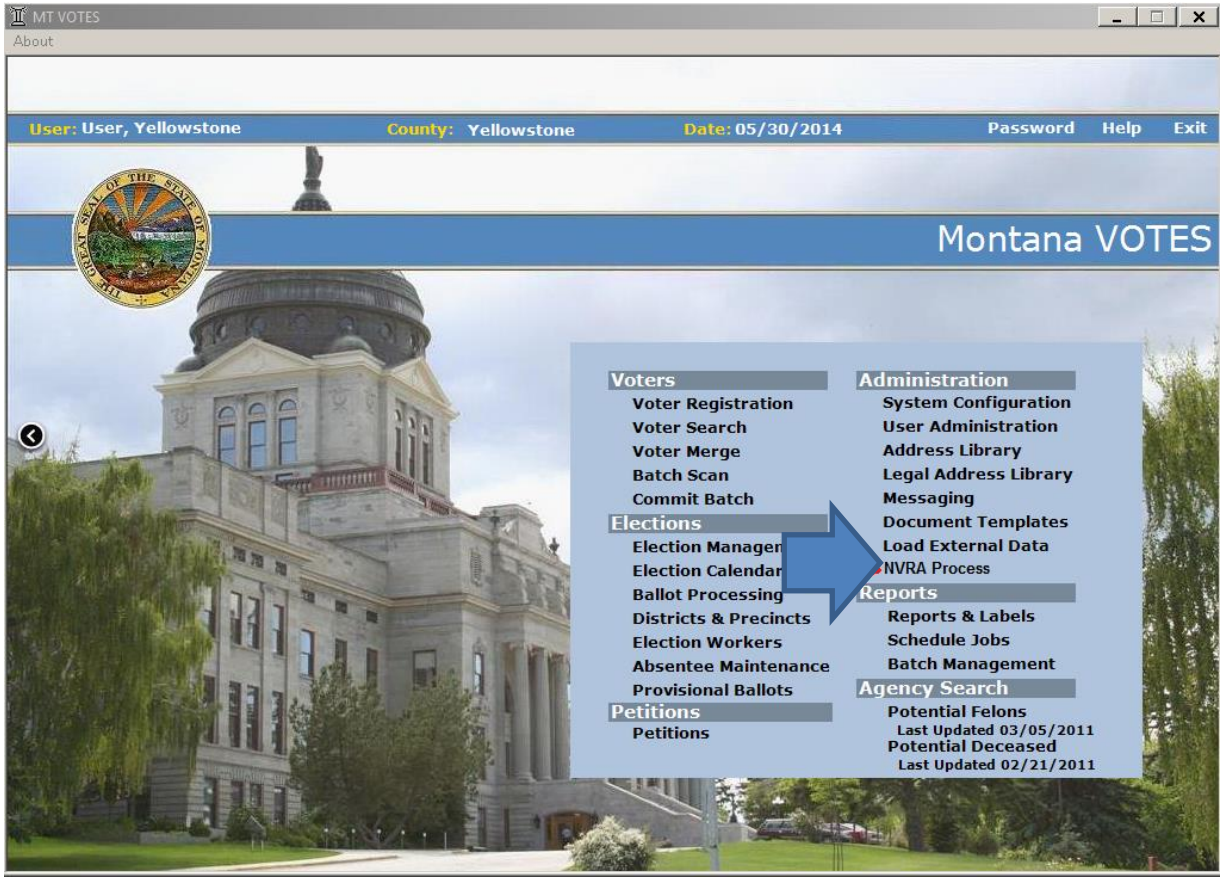
Elections and Government Services

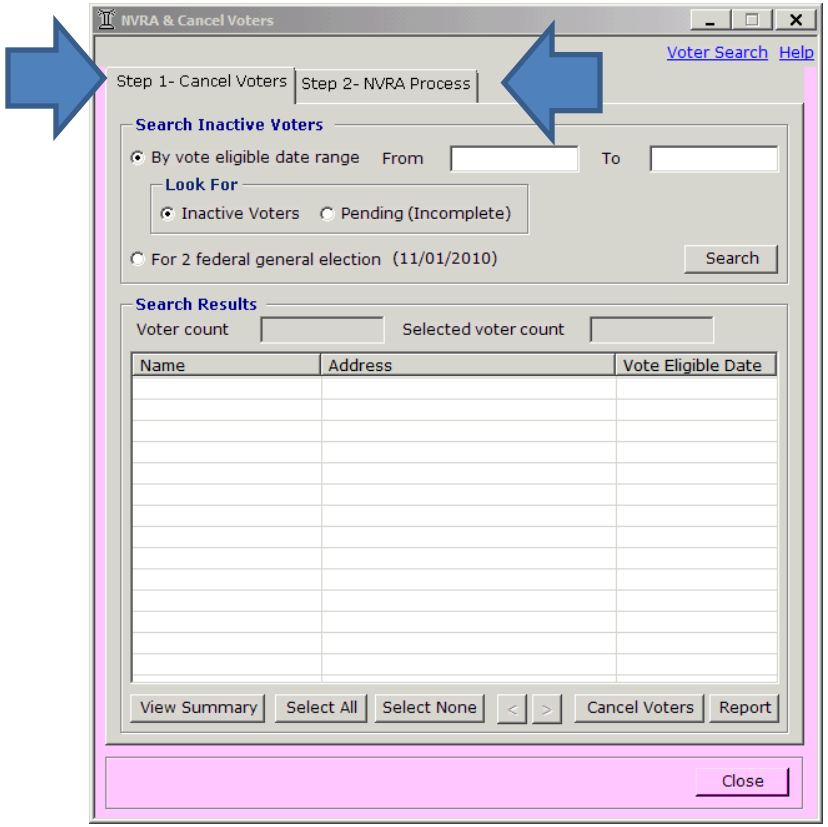
Updated January 2015



- On the home screen of MT Votes click on **NVRA Process**

New in January 2015

The NVRA Process Module



FYI

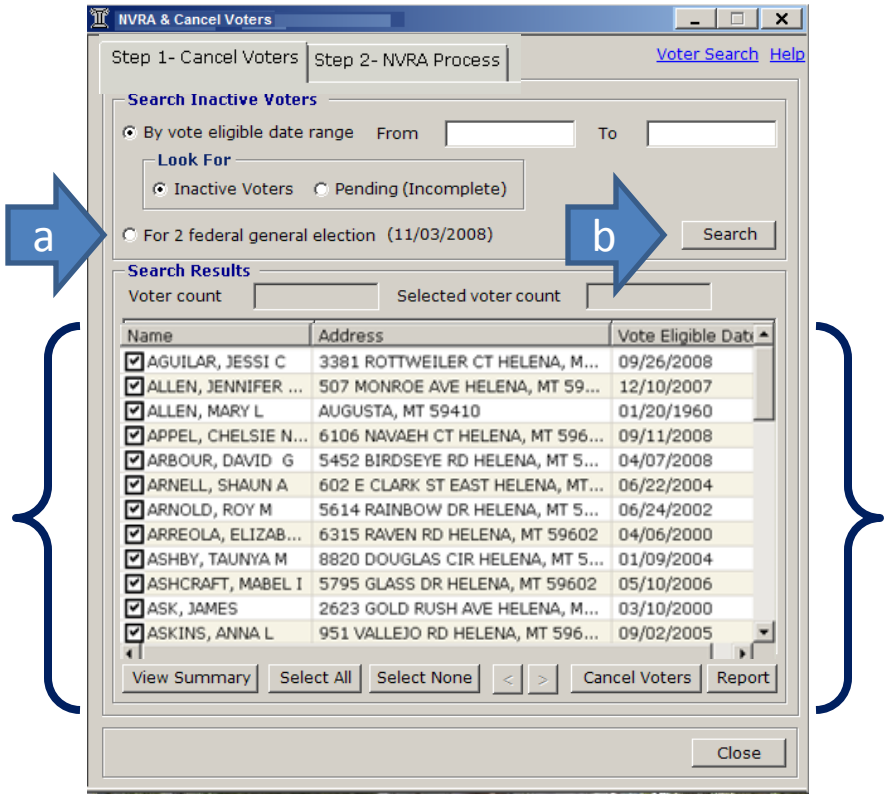
New in January 2015

The new module contains two tabs:

- **Cancel Voters**
- **NVRA Process**

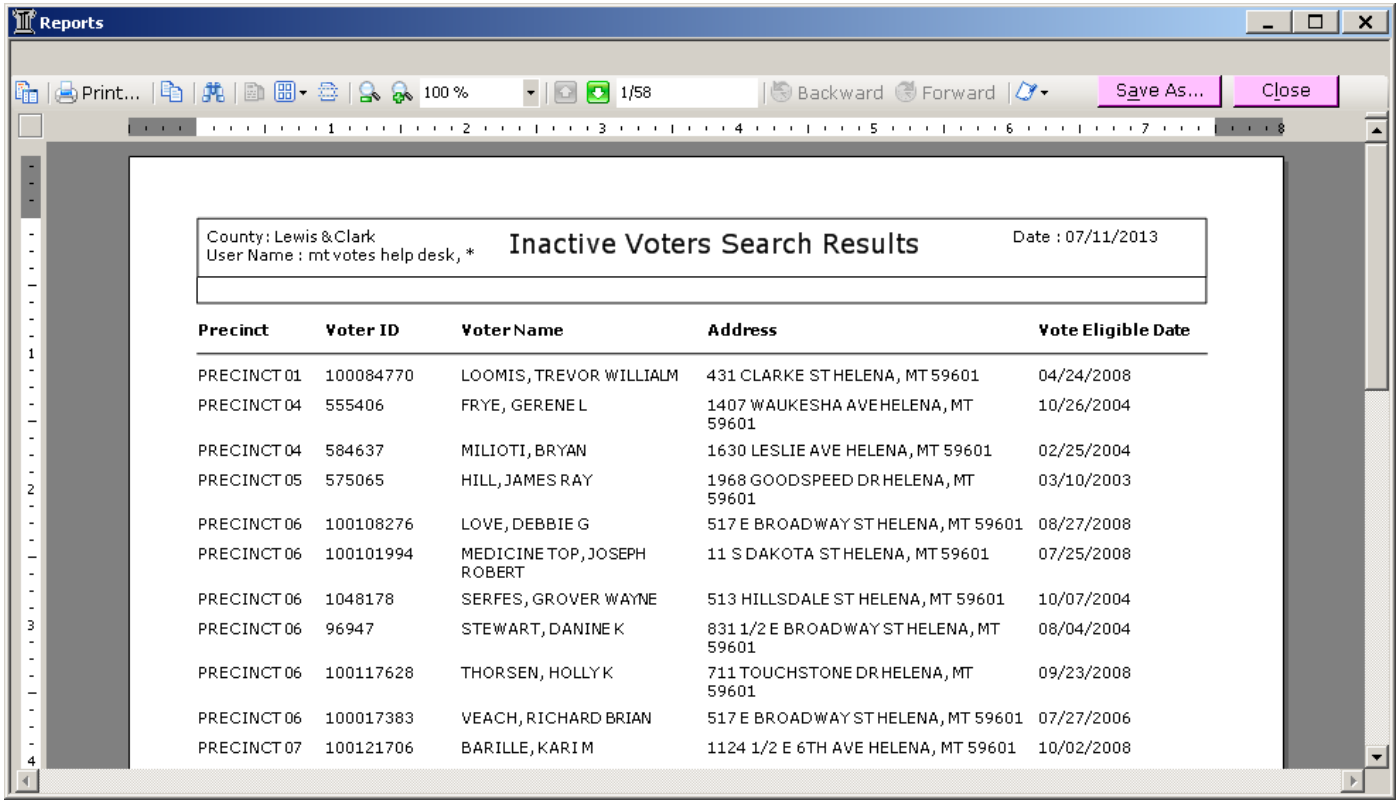
You must do the Cancel Voters (first tab) process before sending the 1st NVRA notice.

Cancel Voters Tab



- Choose the bullet next to **For 2 federal general elections** (a), click the **Search** (b) button.
- Voter Count will display with a list of voters to be canceled.
- **Examine each voter in the list, unchecking the boxes next to any record that should not be canceled due to voter initiated activity during the period. (things to check: duplicate registration, vote eligible date, last voted date)**

- Click the **Report button** on the **Cancel Voters** tab to generate a list of **inactive voters eligible for cancellation** which you should save and/or print and keep as documentation.



County: Lewis & Clark
User Name : mt votes help desk, *

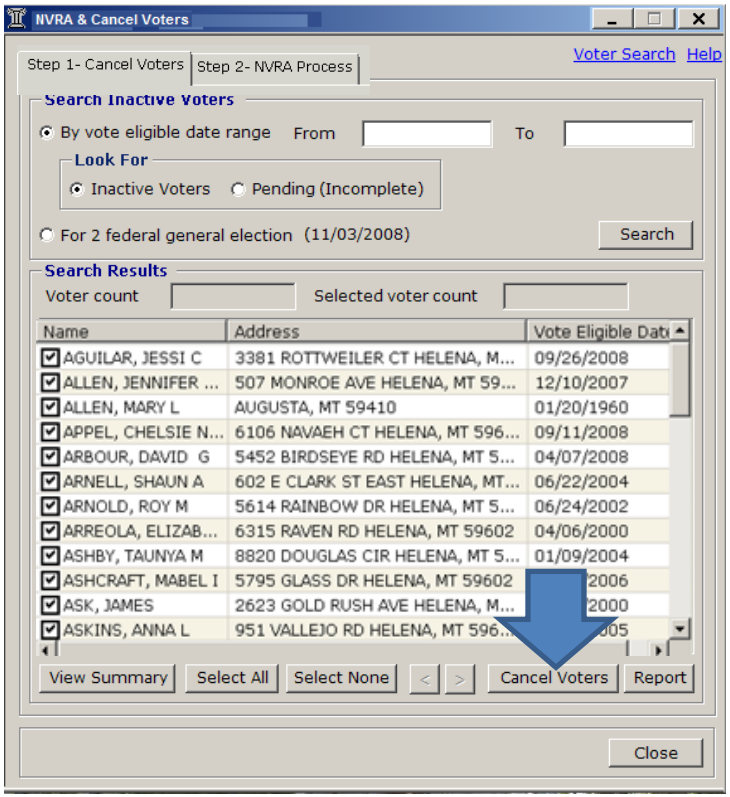
Inactive Voters Search Results

Date : 07/11/2013

Precinct	Voter ID	Voter Name	Address	Vote Eligible Date
PRECINCT 01	100084770	LOOMIS, TREVOR WILLIALM	431 CLARKE ST HELENA, MT 59601	04/24/2008
PRECINCT 04	555406	FRYE, GERENE L	1407 WAUKESHA AVE HELENA, MT 59601	10/26/2004
PRECINCT 04	584637	MILIOTI, BRYAN	1630 LESLIE AVE HELENA, MT 59601	02/25/2004
PRECINCT 05	575065	HILL, JAMES RAY	1968 GOODSPEED DR HELENA, MT 59601	03/10/2003
PRECINCT 06	100108276	LOVE, DEBBIE G	517 E BROADWAY ST HELENA, MT 59601	08/27/2008
PRECINCT 06	100101994	MEDICINE TOP, JOSEPH ROBERT	11 S DAKOTA ST HELENA, MT 59601	07/25/2008
PRECINCT 06	1048178	SERFES, GROVER WAYNE	513 HILLSDALE ST HELENA, MT 59601	10/07/2004
PRECINCT 06	96947	STEWART, DANINE K	831 1/2 E BROADWAY ST HELENA, MT 59601	08/04/2004
PRECINCT 06	100117628	THORSEN, HOLLY K	711 TOUCHSTONE DR HELENA, MT 59601	09/23/2008
PRECINCT 06	100017383	VEACH, RICHARD BRIAN	517 E BROADWAY ST HELENA, MT 59601	07/27/2006
PRECINCT 07	100121706	BARILLE, KARI M	1124 1/2 E 6TH AVE HELENA, MT 59601	10/02/2008

(A sample report.)

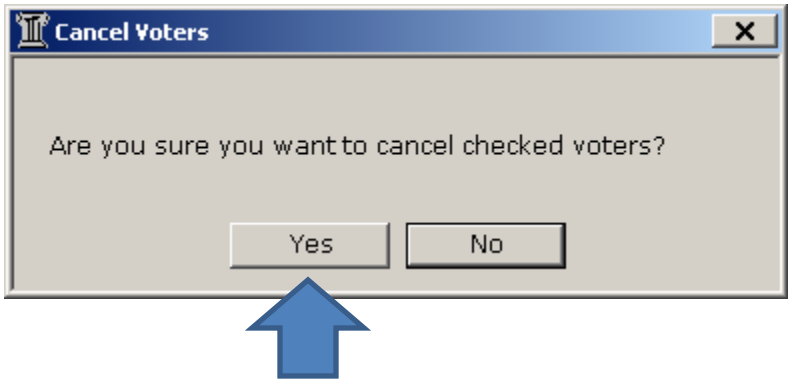
Cancel Voters Tab



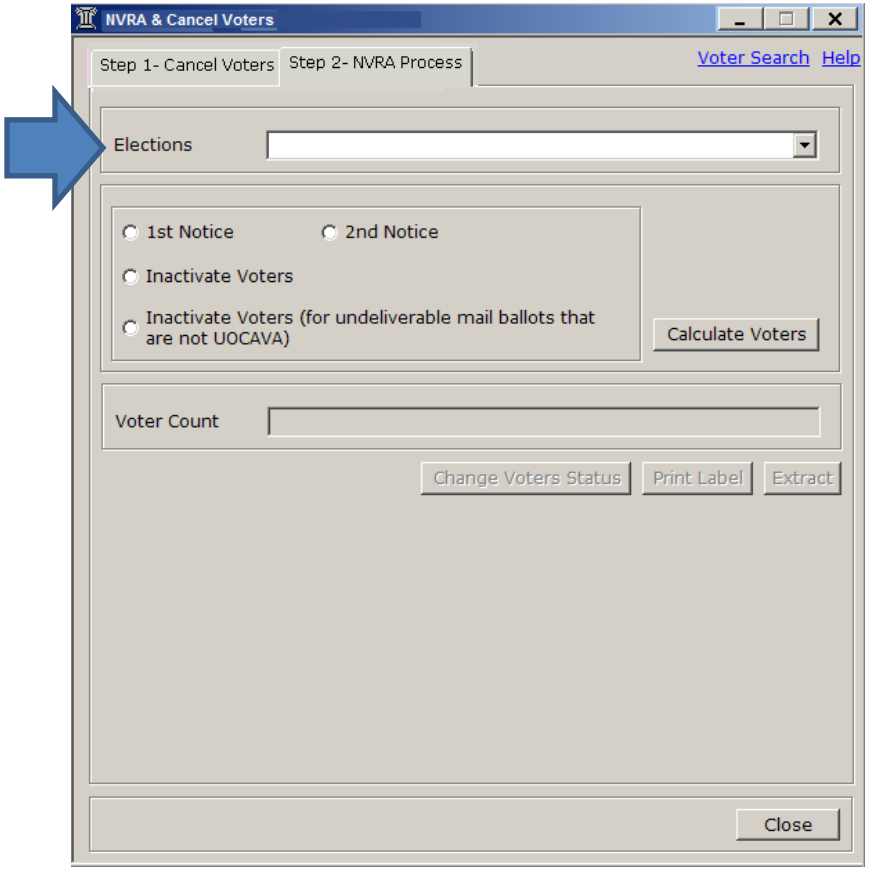
- Click the **Cancel Voters button** to cancel all selected voters in the above Search Results.
- Note that this button will be available only to users with enhanced permissions in MT Votes.

Cancel Voters Tab

- Click **Yes** on the canceled voter dialogue box only when you have fully researched each record.

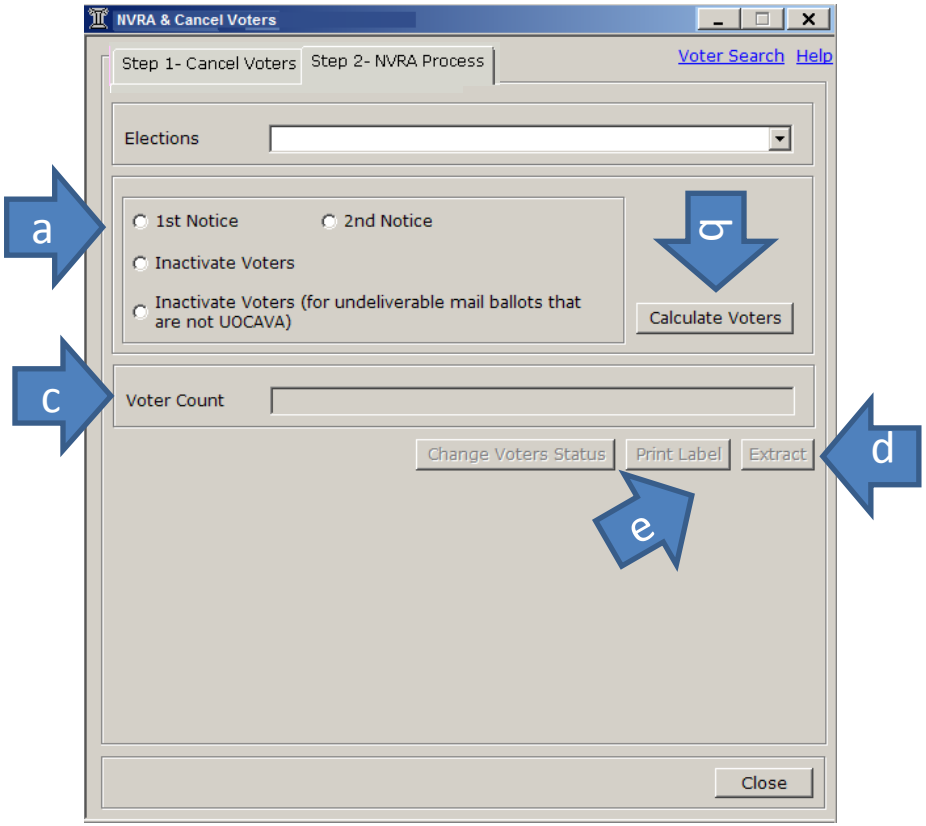


NVRA Process Tab



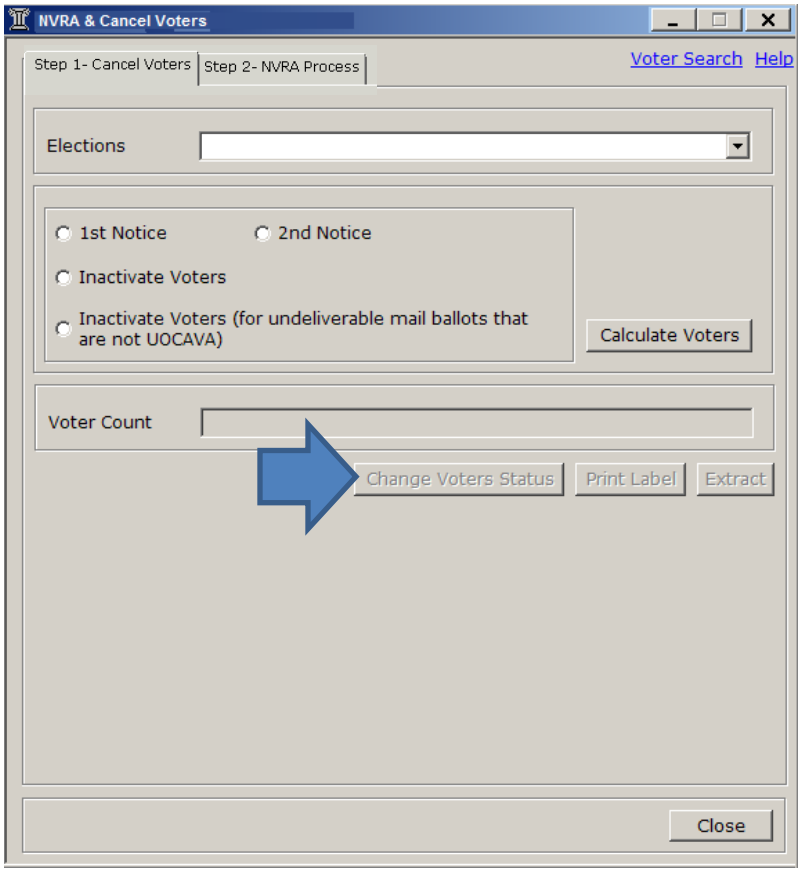
After the Cancel Voters process is completed, select the NVRA Process tab. In the **Elections** drop down select the most recent Federal General Election.

NVRA Process Tab



- Select the **1st Notice** (a) radio button and click the **Calculate Voters** (b) button.
- The **Voter Count** (c) box will display the total # of voters to receive a notice. You should **Extract** (d) the voters for your records, and then click **Print Label** (e), to generate labels.

NVRA Process Tab



- Send out the 1st notice, and click **Change Voter Status** to change the voter's status to **NVRA 1st Notice.**
- Update voter records according to voter responses received within 30 days of mailing the first notice.

NVRA 1st Notice - Example

NVRA First Confirmation Notice to Elector Regarding Potential Placement of Elector on the Inactive List

AN ELECTOR IS SENT THIS NOTICE IN AN ODD-NUMBERED YEAR IF THE ELECTOR DOES NOT VOTE IN THE PRIOR FEDERAL GENERAL ELECTION.

FIRST CONFIRMATION NOTICE TO ELECTOR REGARDING POTENTIAL PLACEMENT OF ELECTOR ON THE INACTIVE REGISTRATION LIST

Our records indicate that you did not vote in the last federal general election in Montana. If you believe you did vote, please notify this office as soon as possible so that the record may be researched and corrected.

Pursuant to Montana law, we are sending you this confirmation notice to confirm your residence address. Please complete the information below, sign in the space provided, and return this by mail within 30 days of your receipt of this letter.

Upon receipt by this office of the updated information requested below:

* If the address you list on the card indicates that you continue to reside in _____ County, your registration will be updated.

* If the address you list on the card indicates that you now reside in another county, your registration in _____ County will be cancelled, and you will have to register to vote in your new county. A voter registration form can be found at sos.mt.gov, or you can contact your county election office.
For more information, please contact the election office at (406) ____-____.

_____ County Election Administrator
[Address]
[City/State/Zip]

NVRA FIRST CONFIRMATION NOTICE

Please complete the information below, sign this form and return it to the election office within 30 days:

NAME (Please Print: Last, First, Middle)	PHONE NUMBER
DATE OF BIRTH	PRINT FORMER NAME (IF CHANGED)
ADDRESS WHERE YOU LIVE (must be a physical address)	CHECK ONLY IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED: ☐ CANCEL VOTER REGISTRATION IN _____ COUNTY
MAILING ADDRESS (if different than address above)	

_____ SIGNATURE

_____ DATE

NVRA Process Tab **2nd Notice**

- Repeat the previous steps (Slide 8 & 9), but select **2nd Notice.**
- Once 2nd notices are sent out, ensure that you update voter's records as responses are received so that they don't get pulled into the inactivation process.

NVRA 2nd Notice - Example

NVRA Second Confirmation Notice to Elector Regarding Potential Placement of Elector on the Inactive List

AN ELECTOR IS SENT THIS SECOND NOTICE IN AN ODD-NUMBERED YEAR IF THE ELECTOR DOES NOT VOTE IN THE PRIOR FEDERAL GENERAL ELECTION.

SECOND CONFIRMATION NOTICE TO ELECTOR REGARDING POTENTIAL PLACEMENT OF ELECTOR ON THE INACTIVE REGISTRATION LIST

YOUR ACTION IS NECESSARY WITHIN 30 DAYS IN ORDER TO STAY AN ACTIVE REGISTERED VOTER IN MONTANA:

Our records indicate that you did not vote in the last federal general election in Montana. If you believe you did vote, please notify this office as soon as possible so that the record may be researched and corrected.

Pursuant to Montana law, we are sending you this second, forwardable confirmation notice to confirm your residence address. Please complete the information below, sign in the space provided, and return this by mail within 30 days of your receipt of this letter.

Upon receipt by this office of the updated information requested below:

* If the address you list on the card indicates that you continue to reside in _____ County, your registration will be updated.

* If the address you list on the card indicates that you now reside in another county, your registration in _____ County will be cancelled, and you will have to register to vote in your new county. A voter registration form can be found at sos.mt.gov, or you can contact your county election office.

If you do not return this card within 30 days:

- You will be placed on the inactive voter list. In order to reactivate, you will need to appear in order to vote or vote by absentee ballot in any election, notify the election administrator in your county of residence of your current residence, or fill out an updated registration form.
- After inactivation, your name will be removed from the voter registration list if you do not vote in at least one of the next two federal general elections or take other action to reactivate your registration.

For more information, please contact the election office at (406) ____-____.

_____ County Election Administrator
[Address]
[City/State/Zip]

NVRA SECOND CONFIRMATION NOTICE

Please complete the information below, sign this form and return it to the election office within 30 days:

NAME (Please Print: Last, First, Middle)	PHONE NUMBER
DATE OF BIRTH	PRINT FORMER NAME (IF CHANGED)
ADDRESS WHERE YOU LIVE (must be a physical address)	CHECK ONLY IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED: ☐ CANCEL VOTER REGISTRATION IN _____ COUNTY
MAILING ADDRESS (if different than address above)	

_____ SIGNATURE

_____ DATE

NVRA Process Tab **Inactivate Voters**

- The final step, after mailing the 2nd notice and 30 days have elapsed, is to Inactivate voters who have not responded to either the first or second notice. You do this by choosing the button next to **Inactivate Voters** in the NVRA Process tab of the NVRA module and click **Calculate Voters.**
- Be sure to **Extract** this final information for your records before proceeding.
- Click the **Change Voters Status** button a final time to change any remaining voters from Active – 2nd NVRA status to Inactive.

If you have any questions, please contact the helpdesk.

soshelpdesk@mt.gov
406.444.4296
866.541.6767